

## Site Visit Itinerary

R.U. Willing, M.D. and spouse, Ann

*Note: Candidate and spouse are accompanied by the Sites Host at all itinerary stops, except when candidate and spouse are provided private time.*

### Thursday

**5:00 p.m.** Pick up candidate and spouse at Boise airport and travel to rural community.

**7:00 p.m.** Check in at motel in rural community.

*Use the drive time to explain the opportunity in more detail, introduce them to Idaho, go over the itinerary and find out if they want to make any other stops not included on the itinerary.*

### Friday

**8:00 a.m.** Meet for breakfast

- chief of staff
- hospital and/or client administrator (if not hosts)

**9:15 a.m.** Conduct brief drive-through of the community to orient candidate and spouse to community

**9:30 a.m.** Tour the hospital

- visit with Director of Nursing Service
- visit with Board Chairman
- introduce to other key hospital personnel

**10:30 a.m.** Tour clinic location of the practice opportunity.

*Visit each physician or midlevel one-to-one, allowing at least 15 minutes per visit.*

- Visit clinic director
- Introduce to other clinic staff

### Spouse Itinerary:

### Friday

**9:30 a.m.** Tour of Elementary School (or school appropriate to spouse's children's ages).

- Visit principal and/or school counselor, teachers for grades appropriate to the age of the candidate's children.

**10:30 a.m.** Meet with the medical staff's spouse's at one of spouse's homes.

*If spouse was following a different itinerary on the first morning, he or she should rejoin the candidate for lunch, providing the spouse an opportunity to meet the medical staff and hospital representatives.*

- Noon** Lunch at hospital board or conference room
- Medical staff
  - Board chair or representative
  - Director of nursing service
- 1:15 p.m.** Meet with candidate and spouse to discuss mornings activities.

*This brief meeting serves two purposes: 1) provides you the chance to address any questions or concerns they have from their morning visits while the concerns are fresh in their minds, and 2) assess and adjust to any changes in the candidate's and spouse's level of interest in the opportunity.*

- 2:00 p.m.** Tour other Health Care Facilities and/or meet other providers in the community or key civic leaders.
- 3:00 p.m.** Conduct guided Tour of Community
- Shopping/consumer services
  - Restaurants
  - Neighborhoods and subdivisions
  - Immediate countryside
  - Scenic locations
  - Unique points of interest and places of interest that appeal to the interests of the candidate and spouse
  - Stops requested by candidates.
- 5:00 p.m.** Drop the candidate and spouse off at the hotel

*Provide them a vehicle for touring the community by themselves.*

*In the months when sunset is between 5-60:00 p.m., you may want to adjust the itinerary stops to allow the spouse some daylight hours to see the community on their own.*

- 7:30 p.m.** Dinner at local supper club
- Medical staff and spouses
  - Hospital board representatives
  - Clinic and hospital administrator
  - Key civic leaders

*If the candidate and spouse have an opportunity to visit with the dinner guests earlier in the day, the dinner will be more relaxed for all involved, especially the newcomers – the candidate and spouse. A word of caution, existing medical*

*staff and spouses may use the dinner as a rare opportunity to spend some quality time with one another, unwittingly ignoring the candidate and the spouse. A little coaching or rehearsing before hand may help dinner guests remember the primary purpose of the site visit and dinner.*

### **Saturday**

**8:00 a.m.                      Breakfast – Discuss the previous days events and address any concerns**

- Site visit hosts
- Realtor
- Any medical staff members or other key person who could not meet with candidate and spouse on previous day

*Advise the realtor that he or she is responsible for being a tour guide only on what will amount to as a “tour of homes” that match the particular interests of the candidate and spouse. This is not a home sale opportunity. However, the realtor should be ready to answer questions regarding mortgages, lending rates, resale market, current and future market values, seller motivation, and so on.*

**Noon                              Lunch**

*Meet with any key persons who have not had an opportunity to meet with candidate and spouse at an earlier time during the site visit*

**1:00 p.m.                      Self-guided Tour of Community**

*Providing the candidate and spouse a vehicle*

**3:00 p.m.                      Business Interview**

*Administrator of organization recruiting the candidate and candidate meet to discuss the opportunity and, if appropriate the details of the offer.*

*Present the candidate a Letter of Intent or draft contract if the candidate interests you, expressing the number of days you will allow them to consider your offer.*

**5:00 p.m.                      Return to the Boise Airport**

*Take advantage of the return drive to draw out and address any concerns that may be preventing the candidate and spouse from pursuing your opportunity.*

*Give the candidate and the spouse a gift or memento of their visit to your community – something unique to your community would be ideal.*

**7:15 p.m.** Flight departs Boise

#### Other suggested Itinerary Venues

##### *Personal Venues*

- An airplane tour of your area
- An opportunity to experience a popular activity in your area that is of an interest to the spouse and/or candidate, i.e. horseback riding, whitewater rafting, hunting, fishing, boating, cross country or downhill skiing, and so on

##### *Professional Venues*

- A visit to the regional medical center and key consulting and referral specialists in the regional medical center community used by your medical staff
- Spouses of family practice residents on site visits